

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Progress Notes		
POLICY NUMBER: DJJ 705.2		
TOTAL PAGES: 2		
DATE ISSUED: July 15, 2005		EFFECTIVE DATE: 02/03/06
APPROVAL: Bridget Skaggs Brown		, COMMISSIONER

I. POLICY

Recordings shall be entered into each youth's case record on a consistent basis by the Counselors, Youth Workers, Youth Worker Supervisors and other personnel as appropriate to document routine information, emergency situations, and unusual incidents.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITION

- A. "DAP" means "data, assessment and plan" and is a method of recording a juvenile's history and corrective treatment.
- B. "SOAP" means "subjective, objective, assessment and plan" and is a method of recording a juvenile's history and corrective treatment.

IV. PROCEDURES

A. Daily Life Progress Notes

1. The purpose of Progress Notes is to provide a running record of significant events during the youth's placement in secure detention or alternative programs.
2. Recording shall be made on the date of service using the Progress Note form. Recordings shall be in narrative style: DAP or SOAP format may be used but shall not be required. Progress Notes shall be filed in the youth's Individual Client Record within seven (7) calendar days of the end of the reporting week.

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3. The primary recorders shall be the Youth Counselor and Youth Worker staff.

B. Medical Progress Notes

1. The purpose of Medical Progress Notes is to provide a running record of health services provided.
 2. Recordings shall be made on the date of service using the Progress Note Form. Either the Problem Oriented or SOAP format shall be used. Problem Oriented documentation shall be based on the nursing process.
 3. Medical Progress Notes shall include at least one (1) entry for each thirty (30) day period.
 4. Medical Progress Notes shall be filed into the youth's Medical Record in chronological order on the date of service.
 5. The primary recorders shall be the charge nurse and facility qualified health/mental health professionals.
- C.** Progress notations shall be legibly written in ink, typewritten, or computer processed. They shall include a heading for each entry, be dated and signed and include the title of the recorder.
- D.** Care shall be taken to avoid errors in recording. If errors are made, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. No white-out or other means shall be used to fully obscure the error.
- E.** Progress notations shall be in chronological order. Delayed entries shall be clearly marked as such.
- F.** Extraneous comments shall be avoided. If another youth must be identified in a youth's Progress Notes for any reason, that youth shall be identified by the first name and last initial only.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Facility Superintendent or designee.